OFFICE OF THE STATE CONTROLLER
PERSONNEL/PAYROLL SERVICES DIVISION

MyCalPAYS

Established Position Roster
Interface Information Package

REVISION HISTORY			
REVISION #	DATE OF RELEASE	OWNER	SUMMARY OF CHANGES
1.0	10/25/2010	Malinda Randolph	Original Content

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I.   INTRODUCTION

- This outbound interface file is used by the Department of Personnel Administration (DPA) and various Departments to receive current position data.

- This interface will allow Departments to receive necessary position information to update their internal tracking systems.

- Individual departments will receive relevant positions for their departments only.

- DPA will receive this data for all Departments.

II.   GENERAL INFORMATION

- The file will be produced monthly.

- The file will consist of established positions. Blanket positions will not be included.

- When executing this interface for the first time after a Pilot/Wave go-live, the interface will only process available data in the MyCalPAYS system for that go-live year.

- If a position is established sometime during a Fiscal Year (e.g. October 1 of that FYE), any previous months during the Fiscal Year (e.g. July – September) will show '0' for that record.

- Information included in the file will be for Fiscal Year Ending (FYE). For example, if the file is run for September, 2012, it will include all data from July 2012 – June 2013 (FYE 2013). If the file is run on July 2013, it will include all data from July 2013 and projected data to June 2014 (FYE 2014). Please see examples below for further clarification:

Key Date: Nov 1, 2012

	FY 2013												FY 2014											
	2012						2013												2014					
Months	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J
Time Base	100	100	100	100	100	100	100	100	100	100	100	100												

Key Date : June 1, 2013

	FY 2013												FY 2014											
	2012						2013												2014					
Months	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J
Time Base	100	100	100	100	100	100	100	100	100	100	100	100												

Key Date : July 1, 2013

	FY 2013												FY 2014											
	2012						2013												2014					
Months	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J
Time Base													100	100	100	100	100	100	100	100	100	100	100	100

III.   TECHNICAL INFORMATION

- The file record length is 92 characters.

- This will be a full file interface which will overwrite the previous data.

- The file, after being generated, will be placed in the appropriate folder(s) for the interface party(s) on the MyCalPAYS SFTP server.

- This interface does not require any 'Split/Merge' process before/after being processed in MyCalPAYS.

- Standard SAP error handling will be used.

IV. RECORD FORMAT

Program Originating Format (Number, File Code, and Name)

File Name: **POSITION ROSTER FILE**   Format Title:

01-04	05	06-15	16	17-24	25	26-33	34	35-36	37	38-46	47-49	50
FISCAL YEAR		COST CENTER ASSIGNMENT		DESCRIBED BY JOB ID		POSITION IDENTIFCATION NUMBER		POSITION TYPE		POSITION EXPIRATION DATE	JUL	
X(4)		X(10)		X(8)		X(8)		X(2)		X(8)	X(3)	

51-53	54	55-57	58	59-61	62	63-65	66	67-69	70	71-73	74	75-77	78	79-81	82	83-85	86	87-89	90	91-93	94-99
										AUTHORIZED POSITION FTE											
AUG		SEP		OCT		NOV		DEC		JAN		FEB		MAR		APR		MAY		JUN	END OF RECORD
X(3)		X(3)		X(3)		X(3)		X(3)		X(3)		X(3)		X(3)		X(3)		X(3)		X(3)	

FORMAT DESCRIPTION

Labels: ☐ Standard   Record Format: ☐ Fixed - F   Record Length: 92   ☐ Input
☐ Non-Standard   ☐ Variable - V   Records Per Block: ___   ☐ Output
☐ No Labels   ☐ Undefined -U   Blocksize: ___   Page 1 of 7

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V.   FILE DEFINITIONS

Field Name	Field Length	Field Definition
Fiscal Year	4	Identifies the fiscal year
Cost Center Assignment	10	Identifies the funding source for the positions
Described By Job ID	8	Identifies the Job associated with the positions
Position ID Number	8	Unique number assigned to each position
Position Type	2	Identifies the type of position (Permanent, Limited Term, etc)
Position Expiration Date	8	Identifies the expiration date of the positions
JUL	3	Identifies a man month
AUG	3	Identifies a man month
SEP	3	Identifies a man month
OCT	3	Identifies a man month
NOV	3	Identifies a man month
DEC	3	Identifies a man month
JAN	3	Identifies a man month
FEB	3	Identifies a man month
MAR	3	Identifies a man month
APR	3	Identifies a man month
MAY	3	Identifies a man month
JUN	3	Identifies a man month

VI.   LEGACY VS. MyCalPAYS FIELDS

Legacy	MyCalPAYS
UCM / Agency Code / Reporting Unit	Cost Center
Man Month / Time Base	Position FTE
Class Code	Job ID
Serial Number	Position ID

Position Types Stored in MyCalPAYS:
- 01 – Permanent
- 02 – Limited Term
- 03 – Blanket *(Excluded from interface)*
- 04 – Administratively Established

VII. FIELD VALIDATION

(From) System Name	(From) System Screen Name	(From) System Field Name	(To) System Name	(To) System Field Name	Comments	Error handling per field
MyCalPAYS	Fiscal Year	N/A	Multiple Departments	Fiscal Year	Derived from the Key Date. Determine by checking which Fiscal Year Ending the key date will fall under.	None
MyCalPAYS	Cost Center	(Object Type S) HRP1001-SOBID HRP1001-SUBTY=A011	Multiple Departments	Cost Center Assignments	Derive the valid Cost Center object from the Position ID using HRP1001-A011.	If the record does not exist search the Cost Center via the Parent Org Unit of the position and check for inheritance. If no relationship is found on the org unit, continue searching up the structure until a relationship to a cost center is found.
MyCalPAYS	Job ID	(Object Type S) HRP1001-SOBID HRP1001-SUBTY=B007	Multiple Departments	Described by Job ID	Derive the valid Job object ID from the Position ID using IT1001-B007.	If the record does not exist for the IT1001-B007 then put on the exception report with the message "Position <Object ID> does not have a Job assigned."
MyCalPAYS	Position ID	(Object Type S) HRP1000-SOBID	Multiple Departments	Position Identification Number	Display the valid Position ID of the Position being run in this interface.	None
MyCalPAYS	Position Type	HRP9002-POS_TYPE	Multiple Departments	Position Type	Display the valid Position Type of the Position from IT9002	If the Position does not have a valid IT9002 record, put the position on the exception report. "Position <Object ID> does not have record for IT9002"
MyCalPAYS	Expiration Date	HRP9002-EXPIRATION	Multiple Departments	Position Expiration	If the HRP9002-	If the Position does not have a valid IT9002

(From) System Name	(From) System Screen Name	(From) System Field Name	(To) System Name	(To) System Field Name	Comments	Error handling per field
				Date	POS_TYPE = '02' or '04' then get the HRP9002-EXPIRATION	record, put the position on the exception report. "Position <Object ID> does not have record for IT9002"
MyCalPAYS	Percentage	IT1011 RHCSHORA-CPROZT	Multiple Departments	Position Time Base	Using the Key date determine the FYE period where the Key Date lies and process that FYE period. Identify the position's FTE as identified on the Full Time Equivalent infotype. There are no decimals for this field. Include a leading zero for values less than 100. If the Key Date =< System Date then show zeroes for future months	If Position does not have a valid IT1011 record as of the Key Date then put the position on the exceptions report. Position <Object ID> does not have a valid IT1011 record." If the position does not have data from the key date, then show zeroes for those months where the position did not exist.